

Montana waives the entire AP Exam fee for low-income students. AP Coordinators must complete two important tasks for their schools to be appropriately credited for available fee reductions:

Step 1: Filling in the Fee Reduction Oval on Answer Sheets. The fee reduction oval must be filled in for all students who qualify for a College Board, federal, and/or state fee reduction. Coordinators must indicate which students are eligible for fee reductions by filling in the appropriate oval on the student's registration answer sheet. AP Coordinators should not bubble in all other answer sheets for those students taking multiple exams.

There are two fee reduction ovals on the answer sheet on page 1 of the "School Use Only" section. Only one oval should be filled in for each student eligible for funding. **See page 83 of the 2008 AP Coordinator's Manual for more information.**

Step 2: Generating and Returning Your Invoice. All schools must generate an invoice online and mail the completed invoice to the AP Program in the envelope provided with your exam shipment by June 15, 2008. Failure to do so will result in late fees, inaccurate crediting of federal and state fee reductions to your school's account and, potentially, the inability to order AP Exams next year.

Also, as part of Step 2, schools need to submit the State copy of the invoice to the state as well.

College Board does not launch the online invoice generator until the first day of the AP Exam administration (Monday, May 5th this year). So AP Coordinators will be able to log in to the AP Ordering website after they've administered all of their exams to generate their invoices and indicate which exams qualified for the fee reductions.

"A low-income student is defined as one eligible for free or reduced-price lunch; or eligible under Section 1124 of ESEA; or eligible to receive medical assistance under the Medicaid program of Title XIX of the Social Security Act; or from a low-income family receiving assistance under Part A of Title IV of the Social Security Act."

The district must keep on file documentation of the low-income status for these students.